



MINUTES
KEIZER BUDGET COMMITTEE MEETING
Tuesday, May 4, 2021
Keizer Civic Center, Council Chambers

**Call to
Order**

Mayor Clark called the 'virtual' meeting to order at 6:00 pm. Everyone participated through the Zoom app. Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Ross Day, Councilor
Roland Herrera, Councilor
Kyle Juran, Councilor
Dan Kohler, Councilor
Elizabeth Smith, Councilor
Laura Reid, Councilor
Francisco Saldivar
Hersch Sangster
Jonathan Thompson

J.D. Gillis

Melissa Martin

Gerard Graveline

Ali Rasouli

Staff:

Tim Wood, City Manager Pro
Tem/Finance Director
Shannon Johnson, City Attorney
Shane Witham, Planning Director
John Teague, Police Chief
Bill Lawyer, Public Works Director
Machell DePina, Human Resources
Director
Tracy Davis, City Recorder

**Election of
Budget
Committee
Chair/Vice
Chair**

Cathy Clark nominated Ali Rasouli as Chair. Dan Kohler seconded. There were no other nominations. **Nomination approved by unanimous consent.** (14-0-0)

Cathy Clark nominated Laura Reid as Vice Chair. Dan Kohler seconded. There were no other nominations. **Nomination approved by unanimous consent.** (14-0-0)

**Approval of
Budget
Calendar**

Cathy Clark moved to approve the 2021 Budget Calendar. Hersch Sangster seconded. **Motion passed unanimously as follows:** Clark, Day, Gillis, Graveline, Herrera, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson (14-0-0)

**Approval of
Budget
Committee
Minutes**

Dan Kohler moved for approval of the FY20-21 Budget Committee Minutes. Jonathan Thompson seconded. **Motion passed unanimously as follows:** Clark, Day, Gillis, Graveline, Herrera, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson (14-0-0)

**City
Manager
Budget
Message**

City Manager Pro Tem Tim Wood summarized his Budget Message from the Manager's Recommended Budget adding details regarding various items in the message and concluded thanking Budget Committee members for their commitment to this process.

**Public
Testimony**

Meredith Mooney and Jennifer Palanuk, Keizer United, shared information regarding accomplishments of the organization including

helping with the Chamber Holiday Basket Program, Northwest Hub, Salem Harvest, Peggy & Jerry Moore Community Garden, the Latinos in Action Committee and assisting community gardens with the Garden Grant Program. She provided details on partnerships, meeting attendance and volunteer hours and requested continued support from the City.

Robert Becker, Lore Christopher and Robyn Barney, Keizer Heritage, shared information regarding accomplishments and plans for the organization noting that tenants have made improvements to the building and found ways to stay connected to the community during the pandemic restrictions. Lore Christopher shared information about fundraising that is being done to replenish the sinking fund and thanked the City for their continued support.

Mark Caillier, Keizer Chamber of Commerce, explained that the Chamber is asking for the same funding that they received last year. He noted that the organization is financially stable due in part to assertive membership recruitment and reduced staffing and shared information regarding various services the Chamber has provided over the year and plans for the future.

BUDGET PRESENTATIONS AND DELIBERATION

Administrative Services Fund Tim Wood explained that Oregon has very strict laws to promote transparency and public involvement through the budget process. He noted that each fund is a stand-alone entity and funds cannot be taken from one to supplement another. The emphasis of the City is to provide services into the future so the City focuses on each line item and determines a reasonable number for each. The committee will not necessarily review specific line items but will focus on the budget in total concentrating on each department, transfers, debt service and contingency. He added that all outside budget requests have been included in the proposed budget and explained various line items.

Department Heads reviewed their budgets as follows:

City Manager: Mr. Wood explained that a similar amount to last year has been included plus money for recruitment and labor attorney fees.

Melissa Martin expressed concern about general increases, including those anticipated for Cost of Living, benefits and fees. Mr. Wood explained how cost of living increases are determined noting that the City needs to compare to other cities of the same size in order to retain employees and avoid having to 'catch up' in the future. The City avoided all possible rate increases last year, has utilized grants, refrained collecting past due fees and assists citizens whenever possible.

City Attorney: Unchanged with the exception of the increase in PERS.

City Recorder: Unchanged from last year except for increase in retirement costs.

Human Resources: No significant changes in the budget other than the increase in retirement costs and labor attorney costs and contractual services. Questions fielded regarding the impact of the Wellness Program, Workers' Comp, Risk Management and the Human Resources software program.

Finance ~ Non-Departmental: Information provided regarding future audits related to grants received and the on-line bill pay system integration which reduced the workload and allows staff to cover work done by the Administrative Specialist position which is vacant.

Information Technology: Staff worked tirelessly during pandemic to accommodate remote work and continues to keep systems functioning. Information provided regarding updates to voicemail, network security costs, update of desktop computers and software fees.

Utility Billing: Some personnel costs have been allocated to the Finance Department, increase in contractual services due to credit card fees, and increase in overtime to accommodate customers. Training important so that staff can do more with less.

Non-Departmental Public Works: This budget captures costs for public works operations that are spread over multiple funds. Payment for parking lot resurfacing, sealing and striping included in this budget.

Civic Center Facilities: This fund manages the entire facility. Primary cost this year is replacement of pergolas. Questions fielded regarding equipment maintenance and operations.

City-Wide Administration: Explanation provided. Increase anticipated in liability insurance.

Ali Rasouli moved to approve the Administrative Services Fund. Cathy Clark seconded. **Motion passed unanimously as follows:** Clark, Day, Gillis, Graveline, Herrera, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson (14-0-0)

Public Works Funds

The following funds were reviewed by Bill Lawyer or Tim Wood. Mr. Lawyer noted that all Public Works funds are similar to last year. Discussion and clarification took place in each.

Street: (Revenues from gas tax) Gas taxes are down so street resurfacing is delayed, specific line items explained. Questions fielded regarding bike helmet donations, pavement markings, ADA ramp compliance, ice storm costs and the Verda Lane project.

Ali Rasouli moved to approve the Street Fund. Hersch Sangster seconded. **Motion passed unanimously as follows:** Clark, Day, Gillis, Graveline, Herrera, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson (14-0-0)

Street Lighting District: Over 200 in the city. The City fronts the cost of installation and electricity and then assesses reimbursement from the property owners. Two more are anticipated this year. Replacement restricted fund balances were moved into contingency so that they are more readily available.

Laura Reid moved to approve the Street Lighting District Fund. Hersch Sangster seconded. **Motion passed unanimously as follows:** Clark, Day, Gillis, Graveline, Herrera, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson (14-0-0)

Transportation Improvement: (Revenues from System Development Charges) More money received than anticipated primarily due to Chick fil-A at Keizer Station Area D. Not anticipating significant additional development. No projects planned except southbound I-5 on ramp lane addition.

Laura Reid moved to approve the Transportation Improvement Fund. Melissa Martin seconded. **Motion passed unanimously as follows:** Clark, Day, Gillis, Graveline, Herrera, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson (14-0-0)

Stormwater: No proposed rate increase. Capital Outlay project reviewed. Budgeting for repairs. Explanation provided of cost sharing with street fund.

Laura Reid moved to approve the Stormwater Fund. Hersch Sangster seconded. **Motion passed unanimously as follows:** Clark, Day, Gillis, Graveline, Herrera, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson (14-0-0)

Sewer: A pass-through fund to Salem. There will be a 3% increase effective January 1, 2022, which will require a budget adjustment.

Laura Reid moved to approve the Sewer Fund. Dan Kohler seconded. **Motion passed unanimously as follows:** Clark, Day, Gillis, Graveline, Herrera, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson (14-0-0)

Sewer Reserve: Revenues from fees paid by properties that were not part of the original sewer district that need sewer service. Currently there is only one trunk line remaining to be built but there is no need to do so because there is no development there. As development occurs in that area, the City will assist in the building of that trunk sewer line.

Laura Reid moved to approve the Sewer Reserve Fund. Hersch Sangster seconded. **Motion passed unanimously as follows:** Clark, Day, Gillis, Graveline, Herrera, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson (14-0-0)

Water Fund: 4% increase. Specific line changes reviewed. Questions fielded.

Laura Reid moved to approve the Water Fund. Melissa Martin seconded. **Motion passed unanimously as follows:** Clark, Day, Gillis, Graveline, Herrera, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson (14-0-0)

Water Facility Replacement: Revenue from a combination of rates, system development fees and new connections to the water system. Projects funded from this fund are in the Master Plan. Goal is to design and install a filter system at the Meadows pump station to improve water quality.

Laura Reid moved to approve the Water Facility Replacement Fund. Melissa Martin seconded. **Motion passed unanimously as follows:** Clark, Day, Gillis, Graveline, Herrera, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson (14-0-0)

Park Services: Revenue from General Fund and Parks Fee. Completed/planned projects and line items reviewed. Questions fielded regarding funds allocated for the summer concert series.

Laura Reid moved to approve the Park Services Fund. Melissa Martin seconded. **Motion passed unanimously as follows:** Clark, Day, Gillis, Graveline, Herrera, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson (14-0-0)

Park Improvements: Funded by system development charges from residential development. Detailed explanation provided.

Laura Reid moved to approve the Park Improvements Fund. Hersch Sangster seconded. **Motion passed unanimously as follows:** Clark, Day, Gillis, Graveline, Herrera, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson (14-0-0)

Laura Reid pointed out that the 2020-2021 Budget had received the Distinguished Budget Presentation Award. She congratulated Tim Wood for his excellent work and thanked him for his efforts.

**Other
Business**

Next Meetings:

- ✓ Tuesday, May 6, 2021, 6:00 pm
- ✓ Monday, May 10, 2021, 6:00 pm if needed.

Adjournment

Meeting was adjourned at 8:58 p.m.

Approved: (Date) _____

Debbie Lockhart, Deputy City Recorder



MINUTES
KEIZER BUDGET COMMITTEE MEETING
Tuesday, May 6, 2021
Keizer Civic Center, Council Chambers

**Call to
Order**

Mayor Clark called the 'virtual' meeting to order at 6:00 pm. Everyone participated through the Zoom app. Roll call was taken as follows:

Present:

Cathy Clark, Mayor
Ross Day, Councilor
J.D. Gillis
Gerard Graveline
Kyle Juran, Councilor
Dan Kohler, Councilor
Melissa Martin
Ali Rasouli
Laura Reid, Councilor
Francisco Saldivar
Hersch Sangster
Elizabeth Smith, Councilor
Jonathan Thompson

Absent:

Roland Herrera, Councilor

Staff:

Tim Wood, City Manager Pro
Tem/Finance Director
Tracy Davis, City Recorder
Machell DePina, Human Resources
Director
Shannon Johnson, City Attorney
Shane Witham, Planning Director
John Teague, Police Chief
Bill Lawyer, Public Works Director

**Public
Testimony**

Carol Doerfler, representing the West Keizer Neighborhood Association, shared information about how previous funding was used to benefit others and requested funding for the Association for the next fiscal year.

BUDGET PRESENTATIONS AND DELIBERATION

**General
Services
Fund**

Overview: Revenues and expenditures down due to impact of \$1.1 million in CARES Grant Funds received. Some increase in assessments due to increased property values. Details provided for various line items.

The following funds were reviewed with additional information and clarification provided as needed:

General Services Fund, Non-Departmental Resources and Non-Departmental Requirements: Revenue sources were reviewed including taxes, licenses and fees, intergovernmental taxes, and miscellaneous revenues. The fund consists of the Police Department, Planning Department, Municipal Court and non-departmental requirements. All outside budget requests were granted.

**Special
Purpose
Funds**

Planning Department: Restructuring of the department is saving the City a significant amount of money. Staffing duties have changed to include administrative assistance for code compliance. Would like to increase service in the future.

Municipal Court: Past due collections continue to come in. Pro Tem Judge on board.

Police Operations: Line items reviewed in detail. Questions fielded regarding accreditation, the cadet program, use of electric vehicles, and the Willamette Valley Communications Center.

Laura Reid moved to approve the General Services Fund. Hersch Sangster seconded. Motion passed as follows: Clark, Day, Gillis, Graveline, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson in favor with Herrera absent.(13-0-1)

Police Services: Has not been increased since it started in 2017. \$1 increase requested at this time to maintain existing staffing levels.

Laura Reid moved to approve the Police Services Fund. Hersch Sangster seconded. Motion passed as follows: Clark, Day, Gillis, Graveline, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson in favor with Herrera absent.(13-0-1)

Community Center: Community Center closed due to Covid-19 restrictions; two employees laid off. Hoping to bring at least one employee back during the next fiscal year.

Laura Reid moved to approve the Community Center Services Fund. Melissa Martin seconded. Motion passed as follows: Clark, Day, Gillis, Graveline, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson in favor with Herrera absent.(13-0-1)

Public Education Government: Changes in legislation will effect this fund; money collected in the past will be used to continue broadcasting but in the future the City will have to take over the broadcasting that K-23 has been doing and will need to consider possibly scaling down some of the broadcasting as well.

Laura Reid moved to approve the Public Education Governmental Fund. Francisco Saldivar seconded. Motion passed as follows: Clark, Day, Gillis, Graveline, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson in favor with Herrera absent.(13-0-1)

Housing Rehabilitation: Revolving loan to help lower income homeowners remodel houses. Repayment takes place when property owner refinances or sells their home. Details provided.

Laura Reid moved to approve the Housing Rehabilitation Fund. Melissa Martin seconded. **Motion passed as follows:** Clark, Day, Gillis, Graveline, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson in favor with Herrera absent.(13-0-1)

Energy Efficiency Revolving Loan: Revolving loan to help lower income homeowners make their homes more energy efficient. Repayment takes place when property owner refinances or sells their home. Details provided.

Laura Reid moved to approve the Energy Efficiency Revolving Loan Fund. Dan Kohler seconded. **Motion passed as follows:** Clark, Day, Gillis, Graveline, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson in favor with Herrera absent.(13-0-1)

Keizer Station LID: Assessments received are used to pay down the debt. Approximately 10 years left in the payment plan.

Melissa Martin moved to approve the Keizer Station LID Fund. Laura Reid seconded. **Motion passed as follows:** Clark, Day, Gillis, Graveline, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson in favor with Herrera absent.(13-0-1)

Budget Committee Motions

Laura Reid moved to approve the City of Keizer Budget for Fiscal Year 2021-2022 as amended by the Budget Committee. Melissa Martin seconded. **Motion passed as follows:** Clark, Day, Gillis, Graveline, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson in favor with Herrera absent.(13-0-1)

Laura Reid moved to impose the full permanent rate of \$2.0838 per \$1,000 of assessed value on the tax rolls of the City of Keizer for 2021-2022. Hersch Sangster seconded. **Motion passed as follows:** Clark, Day, Gillis, Graveline, Juran, Kohler, Martin, Rasouli, Reid, Saldivar, Sangster, Smith and Thompson in favor with Herrera absent.(13-0-1)

Adjournment Meeting was adjourned at 7:26 p.m.

Approved: (Date)

Debbie Lockhart, Deputy City Recorder